



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
ALARM SYSTEMS CONTRACTORS BOARD  
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**ATTENTION APPLICANTS**  
**Alarm Qualifying Agent License or**  
**Alarm Employee Registration**

**YOU NOW HAVE A CHOICE IN FINGERPRINT PROCESSING METHODS**

**Option (1):** Forward the fully-rolled and completed fingerprint cards that you received with your application packet to this office, (address above.) We will forward the fingerprint cards to the TBI and FBI for processing. *Currently, the estimated fingerprint processing & reporting time from the TBI/FBI is 4-6 weeks.*

If you choose this method of fingerprint processing you must:

- (a) Forward the (3) sets of classifiable fingerprint cards with your completed, signed and notarized application(s), photos and the appropriate application fee(s). Qualifying Agent applications should arrange to sit for the State exam(s). See the Candidate Information Brochure (CIB) contained in the application packet.

**Option (2):** Sylvan-Identix (An electronic fingerprint scanning company.)

You will arrange an appointment with this company. They will electronically transmit your fingerprints to the TBI & FBI for processing. The *approximate processing and reporting time (to this office) is 5-10 days.*

If you choose this method for speedier processing of your fingerprints, you must:

- (a) **Call 1-866-226-2937** to schedule your appointment.
- (b) Sylvan-Identix will charge you **\$56.00** to scan and transmit your fingerprints to the TBI & FBI. This **\$56.00** fee is separate and apart from the application and license fee(s) paid to this office.
- (c) Forward your signed & notarized application for Alarm Qualifying Agent License or Alarm Employee Registration, photos and application fee(s). ***Do not send fingerprint cards to this office with your application.***
- (d) All elements of the application process must be met prior to the approval of your license(s); i.e. passing the exam, affiliation with a licensed investigation company and payment of *all* fees.
- (e) If you choose the Sylvan-Identix method, office processing & issuance time will also be saved if you forward the "license" fee(s) with your application. Only the "license" fee(s) may be refunded, upon written request, if you fail to meet all requirements.